# LEGISLATIVE OFFICERS AND AGENCIES



CAROL MOREY VIVENTI Secretary of the Senate



CAROL LINTEAU Assistant Secretary of the Senate

# Secretary of the Senate Carol Morey Viventi, Secretary of the Senate Carol Linteau, Assistant Secretary of the Senate

The **Secretary of the Senate** is elected by the senate as a statutory officer at the beginning of the 4-year senate term. The Secretary's most visible role is the work on the podium during session — reading in bills, recording votes, serving as a parliamentary adviser, and, occasionally, presiding in the absence of designated presiding officers. The Secretary also has many statutory record-keeping responsibilities such as the "care and preservation" of bills and senate records, including the recording and validating of official senate actions; the enrolling of bills; the preparation of the journal of each day's proceedings; and the dissemination of bills, resolutions, and amendments to senators. The Secretary also serves as the senate's chief administrative officer, responsible for a broad range of administrative functions, from the administration of the senate budget to supervisory authority for the care and control of the senate's physical plant. The Secretary of the Senate's office is located in Room S-5, State Capitol, Lansing, MI 48933. Phone: (517) 373-2400.

# Senate Fiscal Agency Gary Olson, Director

The **Senate Fiscal Agency** provides nonpartisan analytical services to the senate. The staff provides technical, analytical, and preparatory support for all appropriations and retirement bills. The agency also prepares an objective written analysis of all bills and administrative rules under consideration by the senate.

Fiscal analysts of the Senate Fiscal Agency review and evaluate state programs, proposed policies, proposed rules, budgetary requests, and the fiscal impact of all bills before the senate. The agency also provides economic and revenue analysis and forecasting, analyzes the impact of federal budget decisions on the state, monitors the state's long-term and short-term debt, and monitors the state's compliance with constitutional and statutory fiscal requirements.

Legislative analysts of the Senate Fiscal Agency are responsible for providing objective bill analysis for members. Analysts prepare summaries of bills in committee to provide a straightforward explanation of the changes a bill would make to present law. Once a bill is reported out of committee, a full analysis is prepared describing the changes a bill would make in present law, the reason for the bill's introduction, supporting and opposing arguments, and fiscal implications. Analyses are updated as bills are amended throughout the course of the legislative process. The Senate Fiscal Agency is located in the Victor Center, 8th Floor, 201 N. Washington Square, Lansing, MI 48933. Phone: (517) 373-2768.



GARY L. RANDALL



DAVID M. GUBOW Assistant Clerk

# Clerk of the House of Representatives Garv L. Randall. Clerk David M. Gubow, Assistant Clerk

The Office of the Clerk of the House of Representatives is the parliamentary office for this chamber of the Michigan legislature.

The Clerk of the House performs a wide range of operations in the house of representatives. These responsibilities include direct supervision of the preparation of various legislative documents, including the house journal and the daily calendar, which specifies the order of pending business; the printing and reproduction of bills, acts, or other documents; and the responsibility for the care and preservation of each bill introduced in the house or received from the senate.

The Clerk of the House, whose duties are stipulated in statute, house rule, joint senate and house rules and at the direction of the membership, is elected by the members of the house of representatives. The clerk has an active parliamentary role during legislative sessions. The clerk calls the roll, announces the proceedings of the house, records votes, and serves as parliamentarian and presides in the absence of a designated presiding officer. Assisting the clerk at the podium during session is the assistant clerk and the clerks responsible for bill amendments, bills and resolutions, and the journal.

All House support services (Business Office, Purchasing Information Services, Human Resources, House Analysis, Consignment) fall under the jurisdiction of the Clerk of the House. The clerk's offices are located in the State Capitol. Phone: (517) 373-0135.

# House Fiscal Agency

The **House Fiscal Agency** operates under a governing board and acts as the staff of the House Appropriations Committee, analyzing the budget as recommended by the governor along with alternate proposals submitted by the departments and by members of the Michigan Legislature. The agency's fiscal analysts are assigned particular areas of state governmental activity, working on the particular area's appropriation bills.

In addition to working on the budget through the appropriations process, fiscal analysts study all bills introduced in the legislature with respect to impact on state revenues and/or expenditures. Although the staff of the House Fiscal Agency is geared to serving and providing information for the House Appropriations Committee, both the House Fiscal Agency and the Senate Fiscal Agency will provide information or assistance to any member of the legislature upon request. The House Fiscal Agency offices are located at 200 N. Capitol, Suite 300, Lansing, MI 48933. Phone: (517) 373-8080.



KIT ASKIN Chief Sergeant-at-Arms Senate



DICK JENEMA Chief Sergeant-at-Arms House

# Senate/House Sergeants-at-Arms Kit Askin, Chief Sergeant-at-Arms, Senate Dick Jenema, Chief Sergeant-at-Arms, House of Representatives

The **Senate Sergeant-at-Arms** is the chief security officer of the senate. Under the direction of the Senate Majority Leader, the Secretary of the Senate supervises and directs the work of the Sergeant-at-Arms, Assistant Sergeants-at-Arms, messengers, and pages.

The Sergeant-at-Arms attends the senate during its sessions and maintains order under the direction of the presiding officer. The Sergeant-at-Arms executes the commands of the presiding officer and of the senate, and all processes issued by their authority.

The Sergeant-at-Arms has general charge of, and maintains order in, the gallery, chamber, and committee rooms of the senate. The Sergeant-at-Arms ensures that all staff and visitors are seated.

The House Sergeant-at-Arms is the chief police officer of the house of representatives. The Sergeant-at-Arms has charge, under the direction of the Speaker of the House, of the Assistant Sergeants-at-Arms and pages, and control of all police regulations. The Sergeant-at-Arms has authority to serve subpoenas and warrants issued by the house or any duly authorized officer or committee, or cause the same to be done by one of the Assistant Sergeants-at-Arms, or a duly authorized agent. The Sergeant-at-Arms ensures that all visitors are seated and at no time are standing on the floor or balconies of the house.

# Office of the Auditor General Thomas H. McTavish, Auditor General

The audit function in Michigan is vested in the legislative branch of government, and the auditor general is appointed to serve an eight-year term by a majority vote of members of the house and senate.

The auditor general is the principal executive responsible for Office of the Auditor General policies and practices, day-to-day audit operations, and liaison with the legislature. The Office of the Auditor General conducts post-financial and performance audits of state government operations. These include financial audits of the State of Michigan Comprehensive Annual Financial Report, federal funds subject to the Federal Single Audit Act of 1984, and individual departments and agencies. Additionally, performance audits are conducted of selected state programs and operations, and individual projects and reports are completed in response to legislative requests.



THOMAS H. McTAVISH Auditor General

Thomas H. McTavish, C.P.A., C.G.F.M., has served as auditor general of the State of Michigan since 1989. Prior to his appointment as Auditor General of Michigan, Mr. McTavish was Deputy Auditor General for Audit Quality and Operations in the Pennsylvania Auditor General's office; and previous to entering public service was an audit manager at Stockton Bates & Co., a C.P.A. firm in Philadelphia, Pennsylvania.

Mr. McTavish is a member of the American Institute of Certified Public Accountants (AICPA), the Michigan Association of Certified Public Accountants (MACPA), the National State Auditors Association (NSAA), the National Association of State Auditors, Comptrollers and Treasurers (NASACT), the Association of Government Accountants (AGA), the Midwestern Intergovernmental Audit Forum (MIAF), and the Government Finance Officers Association (GFOA). He is active on numerous committees within these organizations.

During 1999, Mr. McTavish was elected President of the National State Auditors Association, and was also elected to serve as a Board member on the Board of Directors of the Michigan Association of CPAs.

Mr. McTavish is a retired Captain, U.S. Naval Reserve. He last served as Commanding Officer of the Naval Audit Service Headquarters Naval Reserve unit in Arlington, Virginia.

Mr. McTavish is a graduate of Pennsylvania State University, and for 16 years he was an associate lecturer teaching business courses on a part-time basis at two community colleges and Pennsylvania State University.



# The Legislative Council

The **Legislative Council** is a bipartisan committee of the house and senate, consisting of 12 regular and 6 alternate members, established pursuant to article IV, section 15, of the state constitution. The primary responsibility of the council is to maintain bill drafting, research, and other services for legislators. The council appoints the Legislative Council Administrator, who is the chief executive officer of all Legislative Council agencies. The council may create subcommittees that include members of the legislature who are not council members.

#### MICHIGAN LEGISLATIVE COUNCIL

REPRESENTATIVE CHARLES R. PERRICONE, Chair SENATOR DAN L. DEGROW, Alternate Chair

SENATOR JOHN D. CHERRY, JR.
SENATOR JOANNE G. EMMONS
SENATOR SHIRLEY JOHNSON
SENATOR KENNETH SIKKEMA
SENATOR VIRGIL CLARK SMITH

REPRESENTATIVE PATRICIA L. BIRKHOLZ REPRESENTATIVE MICHAEL J. HANLEY REPRESENTATIVE KWAME M. KILPATRICK REPRESENTATIVE BRUCE PATTERSON

REPRESENTATIVE ANDREW RACZKOWSKI

#### Alternate Members

SENATOR ROBERT L. EMERSON SENATOR BEVERLY S. HAMMERSTROM SENATOR JOHN J. H. SCHWARZ, M.D.

REPRESENTATIVE MARY ANN MIDDAUGH REPRESENTATIVE MARK SCHAUER REPRESENTATIVE JUDITH SCRANTON

#### Legislative Council Administrator

DIANNE M. ODROBINA

#### LEGISLATIVE COUNCIL SUBCOMMITTEES

#### Agencies (Library of Michigan and Legislative Corrections Ombudsman)

REPRESENTATIVE ANDREW RACZKOWSKI, Chair SENATOR SHIRLEY JOHNSON, Alternate Chair

SENATOR JOHN J. H. SCHWARZ, M.D. SENATOR ROBERT L. EMERSON

REPRESENTATIVE BRUCE PATTERSON REPRESENTATIVE KWAME KILPATRICK

#### Policy (Legal Drafting, Parking and Printing)

SENATOR KENNETH SIKKEMA, Chair REPRESENTATIVE MARY ANN MIDDAUGH. Alternate Chair

REPRESENTATIVE PATRICIA L. BIRKHOLZ SENATOR BEVERLY S. HAMMERSTROM

REPRESENTATIVE MARK SCHAUER SENATOR VIRGIL CLARK SMITH

#### Services and Administration (Legislative Service Bureau, Facility Operations, Data Processing, Budget, Commissions, and Appointments)

SENATOR DAN L. DEGROW, Chair

SPEAKER CHARLES R. PERRICONE, Alternate Chair
REPRESENTATIVE JUDITH SCRANTON
REPRESENTATIVE MICHAEL J. HANLEY
SENATOR JOHN D. CHERRY, JR.

# Legislative Council Administrator Dianne M. Odrobina

The **Legislative Council Administrator** position was created by Act 189 of 1995. The Council Administrator is responsible for supervisory oversight for all Legislative Council agencies:

- The Legislative Service Bureau
- The Legislative Council Facilities Agency
- The Legislative Corrections Ombudsman
- The Michigan Law Revision Commission
- The Michigan Commission on Uniform State Laws
- The Joint Committee on Administrative Rules
- The Sentencing Commission

The Legislative Council Administrator has the following duties and responsibilities:

- To provide personnel policy oversight and development for all Legislative Council agencies
- · To develop, prepare, and present Legislative Council agency budgets
- · To review quarterly financial statements of Legislative Council agencies and monitor budgetary compliance
- · To act as secretary to the council and
- To perform other duties and responsibilities as determined and assigned by the Legislative Council.

In addition, the Council Administrator is a member of the Library of Michigan Board of Trustees, the Library of Michigan Foundation Board of Directors, and the Law Revision Commission. The Administrator works with the State Librarian to coordinate the activities of the Library of Michigan with the Legislative Council.

More specific duties of the Administrator are set forth in the rules established by the Legislative Council.

The administrator's office is located in the Michigan National Tower, 124 W. Allegan, Lansing, MI 48909. Phone: (517) 373-0212.



DIANNE M. ODROBINA Legislative Council Administrator



# The Legislative Council

## Legislative Service Bureau



The Legislative Service Bureau was formally created in 1941 as a nonpartisan legislative information and service agency. On recommendation of the Council Administrator, the Legislative Council appoints the Bureau director. With the adoption of the Michigan Constitution of 1963, a bipartisan Legislative Council was established, and with the subsequent passage of Act 412 of 1965, being §§ 4.311 to 4.327 of the Michigan Compiled Laws (since superseded by Act 268 of 1986), the council became the governing body for the Legislative Service Bureau. The council is charged with maintaining bill drafting, research,

and other services in the bureau for utilization by all members of the Michigan Legislature. The Legislative Service Bureau is located in the Michigan National Tower, 124 W. Allegan, Lansing, MI 48909. Phone: (517) 373-0170. Elliott Smith, Director.

## Legislative Council Facilities Agency



The Legislative Council Facilities Agency was established by the Legislative Council in 1995 as a nonpartisan legislative service agency. The agency provides tours of the Capitol Building, manages the legislative parking system and manages and maintains the Capitol and Michigan Library and Historical Center facilities. The office of the agency is located in Room B77 of the Capitol Building. Address: P.O. Box 30014, Lansing, MI 48909-7514. Phone: (517) 373-0184. Fax: (517) 373-8040. Jerry Lawler, Director.

# Legislative Corrections Ombudsman

Act 46 of 1975, being §§ 4.351 to 4.364 of the Michigan Compiled Laws, provides for the creation of a corrections ombudsman within the structure of the legislative branch. The ombudsman, who is appointed by the Legislative Council on recommendation of the Council Administrator, is authorized to investigate complaints of administrative actions by the Department of Corrections which are alleged to be contrary to law, contrary to departmental policy, unaccompanied by an adequate statement of reason, or based on irrelevant, immaterial, or erroneous grounds. The Office of the Legislative Corrections Ombudsman is located in the Michigan National Tower, 124 W. Allegan, Lansing, MI 48909. Phone: (517) 373-8573. Clayton D. Burch, Ombudsman.

#### Joint Committee on Administrative Rules (Staff)

The Joint Committee on Administrative Rules is a statutorily created bipartisan legislative committee, comprised of 5 house and 5 senate members, which is responsible for the legislative oversight of administrative rules proposed by state agencies. The committee hires a nonpartisan staff, which is located in the Michigan National Tower at 124 West Allegan in downtown Lansing (telephone number: 517/373-6476), that is responsible for processing rules transmitted to the committee by state agencies, scheduling committee hearings at the direction of the committee chair, providing members with the background and legal analysis of the rules, and reviewing proposed legislation to determine whether rulemaking authority is, or should be, necessary to carry out the legislative intent of proposed legislation. The staff falls under the Legislative Council for supervisory and budgetary functions. Robin Dropiewski, Legal Counsel/Administrator.

## Library of Michigan



The Library of Michigan, formerly known as the State Library, became part of the legislative branch in 1983. It is governed for policy purposes by the Legislative Council. The library is primarily charged with providing reference services to the legislative branch of state government, but also provides services to the executive and judicial branches of state government as well as to the general public. Its main location is at 717 W. Allegan in Lansing (373-5400). The Law Library (373-0630) is located on the first floor of the Law

Building, west of the Capitol. The state librarian, who is appointed by the Legislative Council, after a recommendation is brought forward by the Council Administrator in consultation with the Board of Trustees of the Library of Michigan, is the chief administrator of the Library of Michigan. Christie Pearson Brandau. State Librarian.

## LIBRARY OF MICHIGAN BOARD OF TRUSTEES APPOINTED BY LEGISLATIVE COUNCIL

SEN. JOHN J. H. SCHWARZ SEN. ALMA WHEELER SMITH REP. THOMAS H. KELLY REP. GERALD VAN WOERKOM

#### Appointed by Governor

Maureen Derenzy DENISE A. FORRO BONNIE GASPERINI BETTINA C. GRABER LINDA MCFADDEN THOMAS J. MOORE (Chair) LOIS S. PAWLUSIAK Frances H. Pletz DAVID TATE (Vice Chair)

#### Designated Under Act 540 of 1982

CHIEF JUSTICE ELIZABETH A. WEAVER; DENNIS DONOHUE, Alternate CHRISTIE PEARSON BRANDAU, State Librarian (Secretary) DIANNE M. ODROBINA, Legislative Council Administrator

## LIBRARY OF MICHIGAN FOUNDATION **BOARD OF DIRECTORS**

#### **Appointees** SEN. DAN L. DEGROW, Senate Majority Leader

PAMELLA G. DEVos, Secretary

MICHELLE ENGLER, Vice President CARL ENGLISH MARK A. HARRIS J. LAWRENCE LIPTON RICHARD D. McLELLAN, Founding President TIFFANY L. PATZER REP. CHARLES R. PERRICONE, Speaker, House of Representatives KELLY ROSSMAN-MCKINNEY FRANK D. STELLA. Treasurer JACK WINEGARDEN, TRUSTEE ALBERT F. ZEHNDER, President

#### Representing Library of Michigan Board of Trustees

CHRISTIE PEARSON BRANDAU. State Librarian DIANNE M. ODROBINA. Legislative Council Administrator THOMAS J. MOORE FRANCES H. PLETZ

## Michigan Commission on Uniform State Laws



Two members appointed by the senate majority leader, 2 members appointed by the speaker of the house, the director of the Legislative Service Bureau or the director's designee, and 3 members appointed by the Legislative Council serve as Michigan's delegation to the National Conference of Commissioners on Uniform State Laws pursuant to Act 268 of 1986.

Michigan's delegation meets and confers with commissioners from other states to bring about uniformity of state law in instances where wide variations in state law could tend to complicate the resolution of interstate problems. In addition to "uniform acts" such as the Uniform Commercial Code, which every state is urged to adopt, the National Conference of Commissioners on Uniform State Laws also

drafts "model acts" to guide legislatures dealing with issues that need not be treated uniformly by all states. Some models, such as the Model State Administrative Procedures Act, have been adopted for use by most states. The commission's address is Legislative Service Bureau, Michigan National Tower, Lansing, MI 48909-7536. Phone: (517) 373-0170. Gary B. Gulliver, Legislative Liaison.

#### MICHIGAN COMMISSION ON UNIFORM STATE LAWS

#### Appointed by Legislative Council

JAMES J. WHITE (Chair) Tom Downs ROBERT WEBSTER

#### Appointed by Senate Majority Leader

SEN. BILL BULLARD, JR. SEN. CHRISTOPHER DINGELL

#### Appointed by Speaker of the House

Rep. Laura L. Baird REP. ANDREW RICHNER

#### Designated Under Act 268 of 1986

GARY B. GULLIVER, Director of Legal Research, Legislative Service Bureau

# Michigan Law Revision Commission



Legislation enacted in 1965 establishing the Legislative Council, Act 412 of 1965 (since superseded by Act 268 of 1986), also authorized the creation of a law revision commission to "examine the common law and statutes of the state and current judicial decisions for the purpose of discovering defects and anachronisms in the law and recommending needed reforms." The commission makes an annual report to the Legislative Council. Prof. Kevin C. Kennedy, Executive Secretary, Detroit College of Law at Michigan State University, Law College Building, E. Lansing, MI 48824; Legislative Contact: Gary B. Gulliver, (517) 373-0170.

#### MICHIGAN LAW REVISION COMMISSION

#### Appointed by Legislative Council

RICHARD D. McLELLAN, Lansing (Chair) ANTHONY DEREZINSKI, Ann Arbor (Vice Chair) GEORGE WARD, Detroit JUDGE WILLIAM C. WHITBECK

#### Appointed by Senate Majority Leader

SEN. BILL BULLARD, JR. SEN. GARY PETERS

#### Appointed by Speaker of the House

REP. LAURA L. BAIRD, Lansing REP. JENNIFER FAUNCE, Lansing

#### ex officio

DIANNE M. ODROBINA, Legislative Council Administrator

## Michigan Sentencing Commission



The Michigan Sentencing Commission was established by Act 445 of 1994 to examine and evaluate current felony sentencing practices throughout the state, to develop sentencing guidelines for the Legislature's consideration, monitor compliance with the guidelines once enacted, and recommend further modifications. The Commission's address is Michigan National Tower, 124 W. Allegan, P.O. Box 30036, Lansing, MI 48909-7536. The Acting Attorney/Administrator is Daniel Bambery. Phone: (517) 373-6476.

#### MICHIGAN SENTENCING COMMISSION

#### State Senators

VACANCY

VACANCY

VACANCY

VACANCY

#### State Representatives

VACANCY

VACANCY

VACANCY

VACANCY

#### Recorder's Court Judge

VACANCY

#### Circuit Court Judge

VACANCY

## Representing: General Public

VACANCY

VACANCY

#### **Prosecuting Attorneys**

VACANCY

#### **Department of Corrections**

VACANCY

## **Department of Management and Budget** Term expires

# Crime Victims

VACANCY

#### Advocates of Alternatives to Incarceration

VACANCY

#### Criminal Defense Attorneys

VACANCY

#### Law Enforcement

VACANCY

# Michigan Consumers Council

Pursuant to the provisions of Act 277 of 1966, being §§ 445.821 to 445.829 of the Michigan Compiled Laws, the Michigan Consumers Council was established to "formulate and direct a program for the protection of individual consumers from harmful products and merchandise, false advertising, and deceptive sales practices."

The council is composed of 3 nonlegislators appointed by the Legislative Council, 3 members appointed by the governor, as well as the secretary of state, the attorney general, and the director of the Department of Consumer and Industry Services. The agency is currently unstaffed for budgetary reasons.

# OTHER AGENCIES

## Michigan Capitol Committee



Established by Act 123 of 1987, this bipartisan, bicameral legislative executive committee is composed of equal membership from the senate, the house of representatives, and the executive office. Four members are appointed by the senate majority leader, four by the speaker of the house of representatives, and four by the governor. Members serve two-year terms and may be reappointed.

The Michigan Capitol Committee was created to advise and make recommendations to the governor, senate majority leader, and speaker regarding the restoration and preservation of the State Capitol, and the management, operation, development, construction, renovation, maintenance, and repair of the building and its grounds. Committee recommendations take effect fifteen days after their submission to the governor, senate majority leader, and speaker of the house, unless rejected in writing by one of them. The committee offices are located on the 4th Floor, Michigan National Tower, 124 W. Allegan, Lansing, MI 48909. Phone: (517) 373-0289. Jerry Lawler, Executive Director.

#### MICHIGAN CAPITOL COMMITTEE

#### Appointed by Senate Majority Leader

SEN. DIANNE BYRUM SEN. MAT DUNASKISS SEN. JOHN J. H. SCHWARZ (Vice Chair) SEN. GLENN STEIL

#### Appointed by Speaker of the House

REP. TERRY GEIGER (Vice Chair) REP. MIKE PUMFORD REP. NANCY QUARLES REP. LAURA M. TOY

#### Appointed by Governor

LOUISE ALDERSON Dan Gustafson JANET PHIPPS LUCILLE S. TAYLOR (Chair)